



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/15/2013	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #13 – 10
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student, about to graduate		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> Faculty member		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Time Line		
Date	Item	Comments
2/15/2013	SGS meets with [REDACTED]	
2/21/2013	SGS meets with [REDACTED]	
2/27/2013	SGS meet w/ [REDACTED]	
3/21/2013	Sue meet w/ [REDACTED]	
4/16/13	Sue meet with [REDACTED]	See Summary Memo to File

Resolution:

- Resolved to Individual's Satisfaction [R] Unresolved [U]
 Transitioned to Complaint [F] Referred to another University Office [REF]

***Provide a summary of the discussion, including recommendations provided.
Subsequent discussions, requests for assistance and/or follow-ups on this issue
should be included chronologically below.***